COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements CJCSI 3411.01B, *Key Personnel Location Reports to the National Military Command Center*, AFPD 10-2, *Readiness*. It requires Headquarters, United States Air Force (HAF) key personnel and major command (MAJCOM) commanders (hereafter referred to collectively and individually as "Principals") to keep Headquarters, United States Air Force (HQ USAF), informed of their location and to identify their designated alternates (if any) when they leave their permanent duty stations (PDSs). It does not change requirements established by the National Military Command System and must be used with AFPD 51-6, *Civil Law for Organizational Activities*, and AFI 51-604, *Appointment to and Assumption of Command*. It applies to select HQ USAF Deputy Chief of Staff (DCS) organizations and directorates (2-Letter and 3-Letter staffs), all MAJCOMs, the Director of the Air National Guard, and the Air Force Service Watch Cell (AFSWC). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through MAJCOM publications/forms managers. Ensure that all records created as a result of processes

prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located within the Air Force Portal on the left side of page, under Quick Links, Air Force Records Information Management System. Reports required by this instruction are exempt from the report control system outlined in AFPD 33-3, *Information Management;* and AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections.*

(AFGSC) AFI 10-205, *Availability of Key HQ AF Personnel and Major Command Commanders,* **is supplemented as follows:** This supplement provides additional guidance where MAJCOM direction is required. It applies to Headquarters Air Force Global Strike Command (HQ AFGSC) and its subordinate units. It does not apply to Air Force Reserve Command (AFRC) or Air National Guard (ANG) personnel unless activated and working in an AFGSC Command Post. Users of this instruction must notify the Chief of Current Operations Division (HQ AFGSC/A3O) of conflicts between this instruction and other directives, instructions, or technical orders. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW with AFMAN 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). This instruction requires collecting, maintaining, and providing information under the Freedom of Information Act (FOIA) and protection by the Privacy Act of 1974. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. This publication may not be supplemented or further implemented/extended.

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed. Changes include: The requirement of the HAF staff to report the location, itinerary, and contact information of key HAF personnel; changes Air Force Operations Center (AFOC) to Air Force Service Watch Cell (AFSWC); deletes requirement for telephonic notification to the AFSWC of a commander's arrival or departure times; adds requirement to update commander location information in the Key Personnel Locator (KPL) web-based system; provides a standard format and examples for the Commanders Availability Report (CAR); assigns responsibilities to Air Force District of Washington/HQ Air Force Continuity of Operations (COOP) and Emergency Preparedness Office (AFDW/A3C), AFSWC, HAF 2-Letter organizations, MAJCOM Commanders and MAJCOM Command Centers; provides email addresses and updates contact information.

(AFGSC) This publication has been substantially revised and must be completely reviewed. There are no major changes however, only cosmetic changes to align the documents sequence with the publication of the new AFI 10-205.

Chapter 1—OVERVIEW AND RESPONSIBILITIES   4

Chapter 1

OVERVIEW AND RESPONSIBILITIES

1.1. Overview. This publication establishes guidance and procedures for reporting the location and availability of Headquarters Air Force (HAF) key personnel and major command (MAJCOM) commanders.

1.1.1. HAF Key Personnel. In order to provide the Secretary of the Air Force (SecAF) and the Chief of Staff, United States Air Force (CSAF) with timely and accurate information and provide an accurate picture for Continuity of Operations (COOP) plans and programs, tasked agencies must keep the Key Personnel Locator (KPL) up-to-date with accurate information.

1.1.2. In order to provide the CSAF with timely and accurate information, MAJCOM Command Centers must keep the KPL up-to-date with accurate information.

1.1.3. To ensure effective command and control, HQ USAF, AFSWC, and MAJCOM Command Centers must be able to contact commanders/designated alternates at all times.

1.1.4. Timely and responsive accessibility to voice communications within the limits stated in paragraph 4.5. is the primary criterion for establishing adequate knowledge of the commander's location.

1.2. Responsibilities.

1.2.1. AFDW/A3C will:

1.2.1.1. Maintain the KPL website.

1.2.1.2. Issue KPL accounts and passwords.

1.2.1.3. Periodically review the KPL and recommend account deletion to AFSWC for those individual/agencies/organizations whose status has not been updated in at least three months.

1.2.2. AFSWC will:

1.2.2.1. Maintain 24/7 capability to review the KPL for current location of HAF key leadership and MAJCOM Commanders.

1.2.2.2. Report commanders' availability status to the CSAF Monday through Friday, covering a 24-hour period starting at 1000Z. Friday's report will include the weekend and holiday, as applicable.

1.2.2.3. Initiate commanders' availability checks when directed by CSAF or Vice Chief of Staff of the Air Force (VCSAF).

1.2.2.4. Approve or disapprove deletion recommendations from AFDW/A3C.

1.2.2.5. Provide AFDW/A3C with the pertinent data for organizations/agencies not previously listed in the KPL that need to be added.

1.2.3. HAF Staff Offices designated in Table 2.1 will:

1.2.3.1. Ensure the Principal's data in the KPL is correct and up-to-date. This includes information for the individual appointed as the Successor/Acting.

1.2.3.2. The Executive Staff will update the Principal's status in the KPL no later than 0800 Eastern Time.

1.2.3.3. Attach the Principal's itinerary to the KPL.

1.2.3.4. Update the KPL with itinerary changes as soon as practical.

1.2.3.5. Provide immediate telephone/verbal notification to AFSWC upon updating Principal's mid-day itinerary changes within the KPL.

1.2.4. MAJCOMs.

1.2.4.1. MAJCOM Commander's Executive Staff will provide their MAJCOM Command Center and the Commander's designated alternate (if appropriate) with a copy of the Commander's and/or Vice Commander's itineraries within the timelines prescribed in this instruction.

1.2.4.2. MAJCOM Command Centers will:

1.2.4.2.1. Ensure the Command Center is equipped with SIPRNET terminal in accordance with (IAW) AFI 10-207, *Command Posts*.

1.2.4.2.2. Ensure controllers can gain access to KPL website from within the Command Center.

1.2.4.2.3. Know the location and telephone number of their commander or designated alternate at all times and be capable of contacting them IAW paragraph 4.5. of this instruction.

1.2.4.2.4. Ensure AFSWC is informed of changes to their commanders' current location (home station, TDY location, etc.) and status (present for duty, leave, etc.) at all times.

1.2.4.2.5. Report/update the KPL with itinerary changes IAW this instruction.

1.2.4.2.6. Attach commanders' availability reports to the KPL.

1.2.4.2.7. Provide immediate telephone/verbal notification to AFSWC upon updating Principal's mid-day itinerary changes within the KPL.

Chapter 2

TASKED ORGANIZATIONS

2.1. HAF Key Personnel. Table 2.1 lists HAF Key personnel who must ensure their location, status, and itineraries (if applicable) are current and up-to-date in the KPL. The order of listing does not imply order of precedence or seniority. Administrative personnel in the Principal's office will update the KPL no later than 0800 Eastern Time, Monday through Friday (except holidays). Note: Those Principal's designated with an asterisk (*) will have their status updated by their respective Command Center.

2.1. (AFGSC)HAF Key Personnel. Commanders (AFGSC A-Staff and Special Staff Directors, NAF, and Wing Commanders) must keep AFGSC/CC informed of their location at all times through the AFGSC Command Center. When commanders leave their Permanent Duty Stations, they will report the names and duty telephone numbers of their designated alternates to the AFGSC Command Center.

2.1.1. **(Added-AFGSC)** Commanders will provide a 90-day travel forecast, via e-mail to the AFGSC Command Center, including all information required by paragraph **4.1.1**

2.1.2. **(Added-AFGSC)** Wing Commanders, or their designated alternate, must be available for contact within 15 minutes at all times. It is the responsibility of each commander's local NAF Command Center/Wing Command Post (hereafter referred to as command post) to maintain adequate knowledge of availability, and to coordinate availability information through the AFGSC Command Center.

2.1.2.1. **(Added-AFGSC)** Commander's Availability tests will be conducted monthly.

2.1.2.1.1. **(Added-AFGSC)** The Command Center will contact all AFGSC unit Command Posts and state; "This is the Global Strike Command Center with a Commander's Availability test. I will stand by while you conference us in with your Wing Commander….."

2.1.2.1.2. **(Added-AFGSC)** Once the Commander is on the line the Command Center will state; "Sir/Ma'am, this is the AFGSC Command Center with the monthly Commander's Availability Test. It took ## minutes for the Command Post to bring you on-line. Do you have any questions? Thank you."

2.1.2.2. **(Added-AFGSC)** The Command Center will send results of the test to the AFGSC/A3.

TABLE 2.1. Key Headquarters Air Force Personnel.

The Secretary of the Air Force (SAF/OS)
The Under Secretary of the Air Force (SAF/US)
Deputy Under Secretary of the Air Force, International Affairs (SAF/IA)

Assistant Secretary of the Air Force for Acquisition (SAF/AQ)
Assistant Secretary of the Air Force for Financial Management & Comptroller (SAF/FM)
Assistant Secretary of Air Force for Installations, Environment and Logistics (SAF/IE)
Assistant Secretary of Air Force for Manpower and Reserve Affairs (SAF/MR)
General Counsel (SAF/GC)
Administrative Assistant to the Secretary of the Air Force (SAF/AA)
The Auditor General of the Air Force (SAF/AG)
Inspector General of the Air Force (SAF/IG)
Director of Legislative Liaison (SAF/LL)
Director of Public Affairs (SAF/PA)
Chief of Warfighting Integration and Chief Information Officer (SAF/CIO A6)
Directorate of Cyberspace Operation (SAF/A6O)
Chief of Staff of the Air Force (AF/CC)
Vice Chief of Staff of the Air Force (AF/CV)
Assistant Vice Chief of Staff of the Air Force (AF/CVA)
Chief Master Sergeant of the Air Force (AF/CCC)
Deputy Chief of Staff, Manpower and Personnel (AF/A1)
Director of Force Management and Policy (AF/A1P)
Deputy Chief of Staff for Intelligence, Surveillance, and Reconnaissance (AF/A2)
Deputy Chief of Staff for Operations, Plans, and Requirements (AF/A3/5)
Assistant Deputy Chief of Staff, Operations, Plans, and Requirements (AF/DA3/5)
Director of Operations (AF/A3O)
Director of Cyber Operations (AF/A3O-C)
Director of Space Operations (AF/A3O-S)
Director of Operational Capability Requirements (AF/A5R)
Director of Operational Planning, Policy, and Strategy (AF/A5X)
Deputy Chief of Staff for Logistics, Installations, and Mission Support (AF/A4/7)

Director of Global Combat Support (AF/A4/7Z)
Director of Logistics (AF/A4L)
Director of Resource Integration (AF/A4/7P)
The Civil Engineer (AF/A7C)
Director of Security Forces (AF/A7S)
Deputy Chief of Staff for Strategic Plans and Programs (AF/A8)
The Director of Programs (AF/A8P)
Director of Studies & Analysis, Assessments, and Lessons Learned (AF/A9)
Assistant Chief of Staff for Strategic Deterrence and Nuclear Integration (AF/A10)
Chief of Chaplains (AF/HC)
Director of Air Force History and Museums Policies and Programs (AF/HO)
The Judge Advocate General (AF/JA)
*Director, Air National Guard (NGB/CFX)
* Chief of Air Force Reserve (AF/RE)
Chief of Safety (AF/SE)
The Surgeon General (AF/SG)
Director of Test and Evaluation (AF/TE)

2.2. Major Command Commanders . The MAJCOM Commanders identified in Table 2.2. must ensure their location, status, and itineraries (if applicable) are current and up-to-date in the KPL. The order of listing does not imply order of precedence or seniority. Staff officers or NCOs in the MAJCOM Commander's office or Command Center will update the KPL no earlier than 0500Z and no later than 0800Z, Monday through Friday, except holidays.

2.2. (AFGSC)Major Command Commanders . The AFGSC Command Center will track the general location (base/city) of the AFGSC Commander or designated alternate. Due to the nature of the AFGSC Commander's schedule and the level of meetings, video teleconferences, or telephone conversations he or she may be in at any given time, the AFGSC Command Center will initiate contact with the AFGSC Commander or designated alternate directly. The AFGSC Command Center will be prepared at all times to meet the 15 minutes contact timing requirements from Air Force Service Watch Cell (AFSWC) to AFGSC Commander reference paragraph **4.5**

TABLE 2.2. Major Command Commanders.

Air Combat Command (ACC)
Air Education and Training Command (AETC)
Air Force District of Washington (AFDW)
Air Force Global Strike Command (AFGSC)
Air Force Materiel Command (AFMC)
Air Force Reserve Command (AFRC)
Air Force Space Command (AFSPC)
Air Force Special Operations Command (AFSOC)
Air Mobility Command (AMC)
Pacific Air Forces (PACAF)
US Air Forces Europe (USAFE)

2.3. (Added-AFGSC) NAF Commanders. NAF Commanders may develop more restrictive response criteria for subordinate commanders.

Chapter 3

KEY PERSONNEL LOCATOR (KPL)

3.1. Key personnel locator. The KPL provides users with current information concerning the status and location of key HAF personnel and MAJCOM Commanders; their alternates or successors; and how to contact or reach these personnel. Users can enter and modify specified data for the designated personnel in their organizations.

3.1.1. **(Added-AFGSC)** AFGSC Command Center personnel will all have access to the Key Personnel Locator (KPL). All accounts must be acquired before certification.

3.2. KPL Accounts.

3.2.1. KPL accounts will be requested by emailing the request by SIPRNET email to AFDW/A3C at **KPL@af.pentagon.smil.mil.**   Duty/Role accounts will not be created. Individual users must each maintain a separate login for security and audit control purposes. Questions regarding KPL accounts can be directed to AFDW/A3C at DSN 224-7147 or commercial 703-614-7147 during duty hours, 0700-1700 Eastern Time, Monday through Friday (excluding holidays) or the AFSWC, DSN 227-6103 or commercial 703-697-6103 at all other times. Requests for accounts must include the following information:

3.2.1.1. Role ("HAF 2-Letter," "HAF 3-Letter," or "MAJCOM Command Center").

3.2.1.2.   Office Symbol of Principal (e.g., "AF/A1," "ACC/CC," etc.)

3.2.1.3. Rank, Grade, or Title of requesting individual.

3.2.1.4. First and Last name of requesting individual.

3.2.1.5. SIPRNET email account of requesting individual.

3.2.2. Additions and deletions to the KPL (Principals). "Key Personnel" will be added or deleted from the KPL using the following criteria:

3.2.2.1. Additions. AFDW/A3C will add offices to the list as required to track key personnel associated with HAF continuity programs. If an office requests an addition to the KPL, AFDW/A3C will check to see if the new office has a prominent role in the HAF continuity program. If the requesting office does not have a prominent role in HAF continuity programs, the request for addition will be forwarded to the AFSWC for review. If the AFSWC does not have a requirement to track the requesting Principal (i.e., the CSAF has not provided direction to track the Principal), the request for addition will be denied. If the request is approved, the tasked office will be provided a copy of this instruction and a guide sheet outlining KPL operating procedures.

3.2.2.2. Deletions:

3.2.2.2.1. Offices already on the list may request removal. If the requesting office does not have a prominent role in HAF continuity programs, the request for deletion will be forwarded to the AFSWC for review. If the AFSWC does not have a requirement to track the requesting Principal (i.e., the CSAF has not provided direction to track the Principal), the request for deletion will be approved.

3.2.2.2.2. AFDW/A3C will periodically audit the KPL. Principals whose status has not been updated in three or more months will be nominated for deletion and forwarded to the AFSWC for review. If the AFSWC does not have a requirement to track the Principal (i.e., the CSAF has not provided direction to track the Principal), the office will be deleted from the KPL.

3.3. Security. The KPL is maintained on the SIPRNET and is cleared for information up to SECRET. As travel itineraries for HAF Key Personnel and MAJCOM Commanders are posted, care must be taken not to post an itinerary that exceeds the security capabilities of the system. As a general rule, itineraries will be designated a minimum of UNCLASSIFIED, For Official Use Only. Consideration should be given to classifying itineraries where the Principal transits high-threat areas as CONFIDENTIAL. SecAF, USecAF, CSAF, and VCSAF itineraries will be classified SECRET. Other HAF Key Personnel and MAJCOM Commander itineraries will be classified SECRET if circumstances dictate. Those responsible for the principal's itinerary, including the commander, will determine the need to classify and when to declassify the itinerary.

3.4. KPL Reporting Procedures. The KPL will be updated using the following policies and procedures:

3.4.1. Update Time.

3.4.1.1. HAF Key Personnel status will be updated by the responsible offices no later than 0800 Eastern Time, for that duty day.

3.4.1.2. MAJCOM Commander status will be updated by MAJCOM command center's daily no earlier than 0500Z and no later than 0800Z.

3.4.2. Update Procedures. Updating the Principal's status include either No Change or Changes procedures.

3.4.2.1. No Change. If there is no change from the previous status (i.e., the Principal is still on station and available; or the Principal is still TDY or on leave), click the "Verify" button under the "Last Verified" column.

3.4.2.2. Changes. If there are changes to the Principal's status the following measures must be taken to update the KPL:

3.4.2.2.1. Click on the "Edit" button under the "Position" column; select the current status from the "Status" drop down box. If the Principal will be TDY and/or on Leave, in the text box below the "Status" drop down box, provide the date of departure for the absence and any significant information that should be visible on the main page. Do not insert the entire itinerary in this field.

3.4.2.2.2. Click on the "Return Date" box and add, remove, or update the estimated time of return, as appropriate.

3.4.2.2.3. Click on the "Successor/Acting" drop-down box and select or remove the individual acting for the Principal, as appropriate.

3.4.2.2.3.1. When the MAJCOM Commander is not designating an acting commander, insert the phrase, "No Designated Alternate" in the text box, below the date of departure.

3.4.2.2.3.2. When a MAJCOM Commander designates an alternate, the designated alternate will act for the commander in the commander's name, as is routinely done when the commander is present, and must be able to reach the commander by telephone, if necessary.

3.4.2.2.4. An itinerary must be provided for TDYs and Leaves. Click on the "Manage" button under the "Attachments" column; provide a Title and description for the travel document and click the "Browse" button to browse to and attach the appropriate Commander's Availability Report (CAR) (see Chapter 4 of this Instruction). The CAR must be posted to the KPL no later than 24 hours prior to the Commander's scheduled departure. If the MAJCOM Commander must depart unexpectedly or if an unexpected deviation to a published schedule occurs, the Commander or his/her designated representative must notify the command center of the new itinerary (to include departure and arrival times) as soon as possible. Command centers will format the information into the CAR format and post the update to the KPL as soon as possible. The note "Amended Itinerary" will be added to the text box below the "Status" drop down box and the AFSWC will be telephonically notified of the new itinerary/changes immediately after posting the information. The "Amended Itinerary" note will be deleted by the AFSWC once they retrieve the new/amended CAR.

Chapter 4

AVAILABILITY REPORTING

4.1. COMMANDER'S AVAILABILITY REPORT (CAR). The CAR is used by HAF Staff offices and MAJCOM Command Centers to report on the absence, itinerary, designated alternate (if one is identified), and contact information when key personnel will be absent for TDY and/or leave. In addition to providing the general information on the KPL, the CAR will be used to provide the additional detail needed to allow the SecAF and CSAF to maintain command and control of forces and run the HAF. The CAR will be attached to the HAF Key Personnel (as designated in Table 2.1) and MAJCOM Commander's profile outlining his/her itinerary during the period of absence. See Figure 4.1 for template and example.

4.1.1. **(Added-AFGSC)** When Commanders are scheduled to be absent from their Primary Duty Station (PDS) within the next 90 days, they must inform and submit Attachment 2- 90 Day Commanders Projected Absence Form to the AFGSC Command Center through their Command Post. Attachment 2/3 will be submitted for all Commander and Vice Commander travel.

4.1.2. **(Added-AFGSC)** Short Notice Changes and Unscheduled Departures: Commanders will notify the AFGSC Command Center immediately of changes to the 90-Day Forecast that occur within 2 weeks of the current date, or when commanders travel unexpectedly (travel not included in 90-Day Forecast). Command Posts will notify AFGSC Command Center by voice report followed immediately by an updated 90-Day Forecast.

4.1.3. **(Added-AFGSC)** During contingencies: Commanders are required to have all leave and TDY approved through HQ AFGSC. Submit Leave/TDY requests via secure message traffic through AFGSC CC/CV/DS, to include dates, locations, purpose, etc. Only approved leave and TDY data will be reported in the 90-Day Forecast. Command Posts will include the date when HQ AFGSC approval was granted.

FIGURE 4.1. Commander's Availability Report (CAR).

```
CLASSIFICATION
1. RANK AND NAME OF MAJCOM COMMANDER OR HAF KEY PERSONNEL
2. PURPOSE: (EXPLANATION OF ABSENCE, TDY OR LEAVE, ETC)
3. ITINERARY:
   ARRIVAL TIME              LOCATION              DEPARTURE TIME
   DDHHMM MON YY             DESTINATION           DDHHMM MON YY
4. DESIGNATED ALTERNATE: RANK AND NAME, DUTY TITLE, COMMERCIAL
   AND DSN PHONE NUMBER
5. CONTACT INFORMATION: CONTACT INFO FOR THE MAJCOM COMMAND
   CENTER OR HAF STAFF ORGANIZATION


FOR OFFICIAL USE ONLY
1. GEN JOHN DOE
2. TDY, WASHINGTON, DC TO ATTEND COMMANDERS CONFERENCE
```

<div style="border:1px solid">

3. ITINERARY

ARRIVAL TIME	LOCATION	DEPARTURE TIME
N/A	HICKAM AFB, HI	301800Z MAY 2009
310230Z MAY 2009	WASHINGTON, DC	041700Z JUN 2009
050500Z JUN 2009	HICKAM AFB, HI	N/A

4. DESIGNATED ALTERNATE: MAJ GEN JOHN PUBLIC, VICE COMMANDER, 808-123-4567, DSN 315-449-4567

5. COMMAND CENTER CONTACT INFORMATION: 808-123-6789, DSN 315-449-6789.

</div>

Note 1: Italicized items are provided by the report originator.

Note 2: GMT (Z) will be used for all times in Item 3 and identify the time using the "Z" designator.

4.2. MAJCOM Commander and Alternates Concurrent Absences.

4.2.1. Keep MAJCOM Commander concurrent absences to an absolute minimum. Notify AF/CV by message at least three duty days before the concurrent absences, providing itineraries and specific reasons. Address message to the AF/CV Workflow and the AFSWC. This message will include the name and duty phone of the designated alternate. This person must also have full authority to act for the commander and must be able to reach the commander by telephone, if necessary.

4.2.1. **(AFGSC)** Concurrent absences will be kept to an absolute minimum. For those unusual occasions when both the Commander and Vice-Commander must be absent simultaneously, a specific individual must be named as the alternate, and contact requirements must be maintained.

4.2.2. **(Added-AFGSC)** For Concurrent Absence of NAF Commander and Vice-Commander: Advise AFGSC/CV/DS via electronic mail at least three duty days before the concurrent absences. Provide itineraries, specific reasons for absence, and designated individual to act on behalf of the commander.

4.2.3. **(Added-AFGSC)** For Concurrent Absence of Wing Commander and Vice-Commander: After obtaining NAF commander approval, advise AFGSC/DS via electronic mail at least three duty days before the concurrent absences. Provide itineraries, specific reasons for absences, and designated individual to act on behalf of the commander.

4.2.4. **(Added-AFGSC)** When departing their PDS, commanders/vice-commanders will notify the AFGSC Command Center through their command post that a concurrent absence is occurring, and will ensure contact information has been provided for the designated alternate.

4.3. KEY PERSONNEL NOTIFICATIONS. In addition to non-availability reporting in the KPL, the staffs for the individuals listed in Table 4.1 will submit travel itineraries to the agencies indicated. Tracking agency contact information for the agencies is located in Table 4.2.

4.3.1. **(Added-AFGSC)** Commanders will ensure the 90- Day Commanders Projected Absence Form, is current at all times. Changes must be submitted to the AFGSC Command

Center immediately. Attachment 2- 90 Day Commanders Projected Absence Form will be submitted for all Commander and Vice Commander travel.

4.3.2. **(Added-AFGSC)** Reporting Departures and Arrivals: Command posts will notify the AFGSC Command Center by telephone when commanders actually depart and return to their PDS.

TABLE 4.1. HAF Key Personnel Itinerary Reporting Requirements.

HAF Key Leader	Air Force Service Watch Cell (AFSWC)	National Military Command Center (NMCC)	Office of the Secretary of Defense Executive Support Center (OSD-ESC)	KPL
SAF/OS	X		X	X
SAF/US	X		X	X
CSAF	X	X		X
VCSAF	X	X		X
AF/A3/5	X			X

TABLE 4.2. Tracking Agency Contact Information.

AGENCY	UNCLAS PHONE	SECURE PHONE	SECURE EMAIL
AFSWC	703-697-6103	703-693-5511	afwatch@af.pentagon.smil.mil
NMCC	703-697-6340	703-697-6340	opsea@js.pentagon.smil.mil
OSD-ESC	Use established courier procedures		

4.4. MINIMIZE. Submission of Commander's Availability Report will not be effected by the imposition of MINIMIZE.

4.4.1. **(Added-AFGSC)** The designated alternate must have full authority to act for the commander and must be able to reach the commander by telephone, if necessary.

4.4.2. **(Added-AFGSC)** Itineraries are designated at a minimum "For Official Use Only", but are classified Confidential when transiting high threat areas or overseas (excluding Alaska and Hawaii travel). Those responsible for the commander's itinerary, including the commander, will determine the classification. If an itinerary is classified, it will be declassified the day following completion of travel. The requirements of this supplement still apply under MINIMIZE.

4.5. MAJCOM COMMANDER'S AVAILABILITY CHECKS. MAJCOM Commanders listed in Table 2.2 or their designated alternate must be telephonically available to the AFSWC within fifteen (15) minutes of the AFSWC's initial attempt to contact. Commanders who do not designate an alternate while they are on leave or TDY are responsible for ensuring this line of communication remains available throughout their absence from their duty location.

4.5.1. **(Added-AFGSC)** The AFGSC Command Center will maintain awareness of the current location/status of all AFGSC, NAF, and Wing Commanders or their designated alternates through the Command Center Key Personnel visual aid. The AFGSC Command Center will update the AFGSC Commander's actual arrival and departure, and acting commander information on the KPL that is located on the KPL website.

PHILIP M. BREEDLOVE, Lt Gen, USAF
DCS, Operations, Plans & Requirements

(AFGSC)

MICHAEL E. FORTNEY
Brigadier General, USAF
AFGSC Director of Operations

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

CJCSI 3411.01B, *Key Personnel Location Reports to the NMCC*

(Added-AFGSC) AF Form 847, Recommendation for Change of Publication

AFPD 10-2, *Readiness*

AFPD 33-3, *Information Management*

AFPD 51-6, *Civil Law for Organizational Activities*

AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*

AFI 51-604, *Appointment to and Assumption of Command*

Abbreviations and Acronyms

ACC— Air Combat Command

AETC— Air Education and Training Command

AFDW— Air Force District of Washington

AFGSC— Air Force Global Strike Command

AFMC— Air Force Materiel Command

AFSOC— Air Force Special Operations Command

AFSPC— Air Force Space Command

AFSWC— Air Force Service Watch Cell

AFRC— Air Force Reserve Command

AMC— Air Mobility Command

CAR— Commander's Availability Report

COOP— Continuity of Operations

CSAF— Chief of Staff, United States Air Force

DCS— Deputy Chief of Staff

DSN— Defense Switching Network

FOUO— For Official Use Only

GMT— Greenwich Mean Time; also Coordinated Universal Time (UTC), also "ZULU"

HAF— Headquarters, United States Air Force

IAW— In accordance with

IMT— Information Management Tool

KPL— Key Personnel Locator

MAJCOM— Major Command

NCO— Non-Commissioned Officer

PACAF— Pacific Air Forces

PDS— Permanent Duty Station

SecAF— Secretary of the Air Force

SIPRNET— Secret Internet Protocol Router Network

TDY— Temporary Duty

USAF— United States Air Force

USAFE— United States Air Forces Europe

VCSAF— Vice Chief of Staff, United States Air Force

Terms

Command Center— A facility from which a commander and his or her representatives direct operations and control forces. It is organized to gather, process, analyze, display, and disseminate planning and operational data and perform related tasks.

Designated Alternate— The individual appointed by the MAJCOM Commander or HAF 2-Letter Principal to act for the Commander/Principal in administrative and operational matters while the Commander/Principal is absent from their place of duty. This is not the same as designating a successor nor does the MAJCOM Commander transfer command.

Key Personnel Locator (KPL)— The KPL is a web-based application hosted on the SIPRNET and is designed to maintain the current location, status, and relevant contact information of HAF key personnel and MAJCOM Commanders. Travel itineraries and other relevant scheduling information can be uploaded to the system as additional references and attachments. The KPL provides for HAF continuity tracking of key personnel and AFSWC emergency notification. The system was implemented to replace direct e-mail and phone reporting to AFSWC. (SIPR – **http://www.afv-cat.hq.af.smil.mil/presentation/Authorization/Login.cfm**)

On Station— For KPL system usage, On Station is to be used at all times while the commander is at his/her base of assignment. On Station will not be displayed if the commander is on leave or temporary duty (TDY).

Permanent Duty Station (PDS)— PDS is the base of duty or official station where the commander is assigned or attached for duty other than "temporary duty." PDS also includes the local travel area where immediate voice contact can be established.

Principal— The term used when referring to a particular commander or key leader in a general term.

Temporary Duty (TDY)— TDY is duty to one or more locations, other than the PDS, with return to the PDS upon completion of the TDY.

Attachment 2 (Added-AFGSC)

90 DAY COMMANDER'S PROJECTED ABSENCE

Table A2.1. 90 Day Commander's Projected Absence Example.

Commander's Rank and Name
XX MW or BW/CC (as of DD-Apr-10)
(Changes/Additions (in red)
90 Day Projected Absence

Optional Wing Shield

April:
8 – 9 Apr, ***TDY***, location of TDY/LV, State **(RANK AND NAME OF CV OR SRO taking calls)**
Purpose: Speaking at Some Event
Depart: FE Warren AFB WY, 8/1400Z   Arrive: Maxwell AFB AL, 8/1700Z
Depart: Maxwell AFB AL, 9/1400Z   Arrive: FE Warren AFB WY, 9/1700Z
Leave In Connection w/TDY: NA
Dual Absences Approved: Yes, 15 Mar 10 ← Date Approved

13 – 16 Apr, ***Leave***, Kirtland AFB, NM **(RANK AND NAME OF CC OR SRO taking calls)**
Purpose: Commander's Conference
Depart: FE Warren AFB WY, 13/1915Z   Arrive: Kirtland AFB NM, 13/2300Z
Depart: Kirtland AFB NM, 16/1530Z   Arrive: FE Warren AFB WY, 16/1905Z
Leave In Connection w/TDY: NA
Dual Absences Approved: NA

May:
3 – 7 May, ***TDY***, Offutt AFB NE **(RANK AND NAME OF CC OR SRO taking calls**)
Purpose: Other Commander Activity
Depart: FE Warren AFB WY, 3/1300Z   Arrive: Barksdale AFB LA, 3/1500Z
Depart: Offutt AFB NE, 7/1600Z   Arrive: FE Warren AFB WY, 7/1830Z
Leave In Connection w/TDY: NA
Dual Absences Approved: NA

15 – 18 May, ***Leave***, Dallas TX **(RANK AND NAME OF CC OR SRO taking calls**)
Purpose: Personal Leave
Depart: FE Warren AFB WY, 15/1530Z   Arrive: San Antonio TX, 15/1910Z
Depart: San Antonio TX, 18/2300Z   Arrive: FE Warren AFB WY, 18/0300Z
Leave In Connection w/TDY: NA
Dual Absences Approved: NA

June:
8 – 11 June, ***TDY***, Wright PAFB OH **(RANK AND NAME OF CC OR SRO taking calls**)
Purpose: Attend Training
Depart: FE Warren AFB WY, TBD   Arrive: Wright PAFB OH, TBD
Depart: Wright PAFB OH, TBD   Arrive: FE Warren AFB WY, TBD
Leave In Connection w/TDY: NA
Dual Absences Approved: NA

Contact Information:
Col First Last, 50046 BW/CC: DSN 555-5555/**BB**: (555) 555-5555
Col First Last, 50046 BW/CV: DSN 555-5555/**BB**: (555) 555-555

Col First Last, 50046 BW /A3: DSN 555-5555/**BB**: (555) 555-5555
Col First Last, 50046/A4: DSN 555-5555/**BB**: (555) 555-5555

Attachment 3 (Added-AFGSC)

90 DAY VICE COMMANDER'S PROJECTED ABSENCE

Table A3.1. 90 Day Vice Commander's Projected Absence Example.

Vice Commander's Rank and Name
XX MW or BW/CV (as of DD-Apr-10)
(Changes/Additions (in red)
90 Day Projected Absence

Optional Wing Shield

April:

8 – 9 Apr, *TDY*, location of TDY/LV, State **(RANK AND NAME OF CC OR SRO taking calls)**
Purpose: Speaking at Some Event
Depart: FE Warren AFB WY, 8/1400Z   Arrive: Maxwell AFB AL, 8/1700Z
Depart: Maxwell AFB AL, 9/1400Z   Arrive: FE Warren AFB WY, 9/1700Z
Leave In Connection w/TDY: NA
Dual Absences Approved: Yes, 15 Mar 10 ← Date Approved

13 – 16 Apr, *Leave*, Kirtland AFB, NM **(RANK AND NAME OF CC OR SRO taking calls)**
Purpose: Commander's Conference
Depart: FE Warren AFB WY, 13/1915Z   Arrive: Kirtland AFB NM, 13/2300Z
Depart: Kirtland AFB NM, 16/1530Z   Arrive: FE Warren AFB WY, 16/1905Z
Leave In Connection w/TDY: NA
Dual Absences Approved: NA

May:

3 – 7 May, *TDY*, Offutt AFB NE **(RANK AND NAME OF CC OR SRO taking calls)**
Purpose: Other Commander Activity
Depart: FE Warren AFB WY, 3/1300Z   Arrive: Barksdale AFB LA, 3/1500Z
Depart: Offutt AFB NE, 7/1600Z   Arrive: FE Warren AFB WY, 7/1830Z
Leave In Connection w/TDY: NA
Dual Absences Approved: NA

15 – 18 May, *Leave*, Dallas TX **(RANK AND NAME OF CC OR SRO taking calls)**
Purpose: Personal Leave
Depart: FE Warren AFB WY, 15/1530Z   Arrive: San Antonio TX, 15/1910Z
Depart: San Antonio TX, 18/2300Z   Arrive: FE Warren AFB WY, 18/0300Z
Leave In Connection w/TDY: NA
Dual Absences Approved: NA

June:

8 – 11 June, *TDY*, Wright PAFB OH **(RANK AND NAME OF CC OR SRO taking calls)**
Purpose: Attend Training
Depart: FE Warren AFB WY, TBD   Arrive: Wright PAFB OH, TBD
Depart: Wright PAFB OH, TBD   Arrive: FE Warren AFB WY, TBD
Leave In Connection w/TDY: NA
Dual Absences Approved: NA

Contact Information:
Col First Last, 50046 BW/CC: DSN 555-5555/**BB**: (555) 555-5555
Col First Last, 50046 BW/CV: DSN 555-5555/**BB**: (555) 555-555
Col First Last, 50046 BW /A3: DSN 555-5555/**BB**: (555) 555-5555
Col First Last, 50046/A4: DSN 555-5555/**BB**: (555) 555-5555